The Department of Parks, Recreation and Marine is a nationally recognized and award-winning organization with 1,100 full-time/part-time staff and a budget of $53 million. The Department oversees facilities and programs that reflect the needs and interests of a culturally diverse community, including: 160 parks with 3,200 acres devoted to open space and recreation, 26 community centers, 3 public pools, 6 miles of beaches, and 3 marinas.

The Rancho Los Cerritos Historic Site is an 1844 Monterey colonial style adobe on 4.7 acres of land. The museum focuses on the interpretation of rural life styles and economic development in Southern California over the last 150 years. Rancho Los Cerritos is operated by the City of Long Beach, Department of Parks, Recreation and Marine, in partnership with the Rancho Los Cerritos Foundation and Friends of Rancho Los Cerritos volunteers.

The Department of Parks, Recreation and Marine is seeking qualified candidates interested in applying for an Administrative Analyst I Non-Career (Curator/Collections Manager) position, which manages the historical collections at Rancho Los Cerritos Historic Site. The duties and responsibilities for this position include:

- Acquire appropriate artifacts and archival documents according to site needs and collections policy;
- Accession, catalog, inventory, and preserve artifact collections and archival documents;
- Assist in preserving and maintaining the historic building;
- Oversee the History Research Library and the Museum Archives, and assist researchers as needed;
- Maintain and upgrade historic room exhibits;
- Develop and install temporary exhibits for the Visitor Center and special events;
- Research the history of the site, collections, and people, and share information through docent training, exhibits, publications, lectures, and special events;
- Develop and coordinate the annual lecture series and other public events.

Qualifications  This position requires the following minimum qualifications:

- Four-year college degree in History, Historic Preservation, Museum Studies, or a related field;
- Minimum of one year curatorial experience;
- Excellent research skills;
- Ability to communicate well in English, both orally and in writing;
- Ability to work well with volunteers;
- Knowledge of California history is highly desirable;
- Familiarity with PastPerfect collections software is desirable;
- Bilingual in Spanish is desirable.

Hourly Rate  This non-career position is offered at an hourly range of $25.794-$35.056. The position is temporary and scheduled hours may vary by week on an as-needed basis.

How to Apply  Candidates should submit a letter of interest, resume, and three work-related references, no later than 5:00 p.m., Friday, July 12, 2013, to:

Ellen Calomiris, Historic Sites Officer
Rancho Los Cerritos
4600 Virginia Road
Long Beach, CA  90807
For questions, call (562) 570-1755

"We create community and enhance the quality of life through people, places, programs and partnerships"